

## DEPARTMENT OF BENEFIT PAYMENTS

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June 14, 1978

ALL-COUNTY LETTER NO. 78-22 (CIVIL RIGHTS)

• TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: CIVIL RIGHTS REGULATIONS

REFERENCE: DIVISION 21-115.1

The passage of Proposition 13 has raised the possibilities of personnel cutbacks in some county welfare departments.

If any layoffs are required by Proposition 13, it is recognized that most counties have firmly established procedures, based mainly on seniority.

If such layoffs are required, it should be pointed out that Division 21 regulations (based on Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, the Asociacion Mixta Progresista settlement, and other laws and requirements) are still in effect, including provisions relating to equal delivery of services to non-English-speaking clients.

Section 115.1 of Division 21 states that:

"Agencies shall take such steps as are necessary to assure that a sufficient number of qualified bilingual employees are assigned to public contact positions. These employees shall have the language skills and cultural awareness necessary to communicate fully and effectively with and provide the same level of services to non-English-speaking applicants/recipients as is provided to the welfare population at large."

County welfare departments are responsible to retain a sufficient number of bilingual staff consistent with the above requirements.

Standards for a merit system allow counties the flexibility of treating bilingual positions separately. Therefore, layoff decisions involving county welfare department staff shall consider Division 21 requirements.

Specific questions regarding this position should be directed to Al Martinez, Civil Rights Manager, at (916) 322-4134.

Sincerely,

  
MARION J. WOODS  
Director

cc: CWDA  
All County Personnel Directors